

**CITY OF SAN DIEGO COMMISSION FOR ARTS AND CULTURE
ORGANIZATIONAL SUPPORT PROGRAM
FY 2008 INTENT TO APPLY FORM**

The City of San Diego Commission for Arts and Culture invites qualified applicants who seek funds for eligible programs that occur between July 1, 2007 and June 30, 2008 to apply to the Organizational Support Program for funding. All applicants must state their intent to apply by completing this form and returning it to the Commission. New applicants are strongly encouraged to discuss their intent to apply with Commission staff before submitting this form. Call Felicia Shaw, Program Manager at 619-533-3063 for assistance.

APPLICATION DEADLINE: **Wednesday, October 4, 2006** (postmark/hand-delivered by 5:00PM)
Applications received after the deadline will not be accepted.

Applicant/Organization

Contact Person/Title

Mailing Address

Telephone

Fax

Email

ELIGIBILITY WORKSHEET: Please check the boxes on that evidence your organization's eligibility.

The AOI (Annual Operating Income) represents the total earned and contributed income from your most recently completed fiscal year.

- ☐ **Level I** (AOI of \$2,000,000 or more) ☐ **Level II** (AOI of \$300,000-\$1,999,999)
☐ **Level III** (AOI of up to \$299,000)

☐ **Yes, we have Nonprofit Status:** We are able to demonstrate proof of tax exempt nonprofit status under section 501(c)(3) or 501(c)(6) of the Internal Revenue Code or Section 23701d of the California Revenue and Taxation Code at the time of application.

☐ **Location:** At least 75% of our core programming takes place within San Diego City limits. For the purposes of this application, core programming is defined as the artistic and/or cultural activities produced or presented by your organization that are essential to the fulfillment of your mission and purpose, your highest priority and fundamental to your organization's sustainability. Under this definition, and with some exceptions, core programming does not include education, outreach, touring, and cultural tourism marketing activities.

☐ **Primary Mission:** Our organization's mission statement addresses the creation, preservation and presentation of arts and culture programming and/or support services.

☐ **Arts and Culture Budget:** The majority of the organization's income is used for the purpose of producing, exhibiting or presenting arts and cultural programming and/or support services.

☐ **Track Record:** Our organization has a three (3) year history of ongoing arts and culture programming within the City of San Diego prior to the deadline.

☐ **Compliance:** Our organization is in compliance with all existing OSP contracts (if applicable).

☐ **Matching Funds:** Our organization is able to meet the City's required 3:1 matching requirement.
Please complete second page.

Our Organization Will Complete:

- ☐ **LONG FORM** —————→ Please respond to the Affidavit box below and submit this form.
- ☐ **SHORT FORM** —————→ If eligible for Short Form, please check the appropriate Short Form Eligibility Criteria box(es) below:

Short Form Eligibility Criteria:

- ☐ Our organization has not submitted a Short Form application for more than three (3) consecutive years.
- ☐ Our organization holds a rank of 3+ or higher.
- ☐ Our organization's Executive artistic and/or administrative staff has not changed during the past year.
- ☐ Our venue has not changed during the past year.
- ☐ Our annual operating fund deficit has not exceeded 5% for the **two (2)** previously completed fiscal years. The definition of operating fund is the FASB Unrestricted Fund less its Property and Equipment (Fixed Assets) and In-kind components.
- ☐ There have been no significant changes in program objectives as stated in the current year contract, and objectives as outlined in the contract.

Please Note: After **three (3)** consecutive years of submitting a Short Form application, a Long Form application is required.

LONG AND SHORT FORM AFFIDAVIT

- ☐ ***With the submittal of this form to the Commission, I acknowledge that the deadline for the FY08 OSP application is October 4, 2006 and that late applications will not be accepted.***

Return this form to the Commission by email, fax, or ground delivery to:

Nigel Brookes, Arts Management Associate
City of San Diego Commission for Arts and Culture
1010 Second Avenue, Suite 555
San Diego, CA 92101-4998
Email: nbrookes@sandiego.gov
Fax: 619-533-3788